

# Minutes of the Mundford Parish Council Meeting 3<sup>rd</sup> February 2022 at Mundford Cricket Club

Those present: - Councillors S Eyres, J Musgrove, N Enderby, S Morris, S Allen, C Pryke and S Booth,

District Councillor M Nairn and 2 members of the public.

## 1. CHAIRMAN'S OPENING REMARKS.

The Chairman welcomed everyone to the meeting.

## 2. APOLOGIES.

None

## 3. ACCEPTANCE AND SIGNING OF PREVIOUS MINUTES.

Proposed Councillor S Booth and seconded Councillor S Morris. Approved by all members with a show of hands. Minutes signed by the Chairman as a true record of the meeting.

## 4. Declaration of Interests.

Councillors J Musgrove and S Eyres for item 10 payments and Councillor S Morris for item 8.3 Allotments.

## 5. To present the Pride in Mundford Award to the Hayden Family.

Councillor S Eyres presented the framed certificate and £50 voucher to Mr J Hayden and thanked him and his family for cutting the grass at the Allotment Hut for 15 years. Mr Hayden thanked the Parish Council for the award and also for the work that they do for the village, he left at 7.35 pm.

## 6. Public participation.

A member of the public explained to the Parish Council that he would like to set up a food bank with assistance from the Trussle Trust Charity in Thetford. This is in the very early stages and he was asking if the Parish Council would consider offering financial assistance to the project for its set up. Councillor S Eyres said that the Parish Council would discuss this at the next meeting. Clerk to add it to the next agenda.

## 7. Reports

### 7.1 District Councillor Mike Nairn.

The day for rubbish collections for the village will be changing from March and residents will be notified. The householder of 16 Brecklands, has been served a notice by environmental services to address the ongoing problem of rats. If she fails to comply with the notice, she can be prosecuted. Breckland District Council will be increasing their precept, probably by 4.99%, the figure is to be decided at the next meeting. There have been 3 or 4 more enforcement officers added to the Fly Tipping Team as there is an ever-increasing amount of fly tipping in the area. He stressed the importance of reporting these incidents on the website and attaching photographic evidence if possible.

### 7.2 County Councillor Fabian Eagle.

None

## 8. Matters Arising.

### 8.1 Outstanding Highways Matters.

The potholes on the Thetford Road and Swaffham Road have been filled, but it is assumed that the ones on Swaffham Road are only temporary as a long stretch of that road needs re-surfacing.

# Minutes of the Mundford Parish Council Meeting 3<sup>rd</sup> February 2022 at Mundford Cricket Club

## 8.2 Village Footpaths and Verges.

The Ivy at 29 Wissey View has been cut back to the boundary but there is no change to the overhanging hedge at 4 Wissey View. Victory Homes have said that they will look into the matter. The Clerk reported the damage to the grass verge outside and Highways filled the ruts with topsoil, added grass seed and place cones around the area. The resident is currently not parking on that verge. Dog fouling posters have been put around the village. The developer at the site off Crown Road has lowered the angle of the footpath, removed the gravel and replaced it with tarmac, making it more accessible. It was decided to monitor the surface of the bridge to see if it becomes slippery. The Clerk reported the un-penned chickens at 29 Fir Close to Trading Standards, who visited the resident who assured them that the chickens would be shut in. Councillor N Enderby reported that he had seen chickens running free at Heathcote, Cranwich, Clerk to report this to trading Standards. Forestry England have declared responsibility for the land between the A1065 and The Brecklands and will be sending someone to inspect them. Jack Griffiths at Highways has said that they are responsible for the culvert going under the bridge at the Lynford turn, but that the adjacent landowners are responsible for the ditches. He will ask a technician to assess the situation when they next pass by. The trees at the Pocket Park have been inspected and are not yet in need of attention. Martin Caplin, a footpath officer from Highways, told Councillor J Musgrove that the electric fence on Public Footpath 2 is not illegal, it just needs signage and the barbed wire by the second stile needs to be removed. Highways have attempted to contact the owners but have had no response as yet. Councillor J Musgrove said that he would speak to the owner when he sees him next.

## 8.3 Allotments.

The holder of Plot 7A has relinquished it, two current allotment holders have swapped to other plots and there is currently no one on the waiting list. This will be added to the next Mundford Messenger article. The Clerk will ask if Bruce has sought permission to cut back the bushes on the land adjacent to the allotments. A letter was sent to MR S Cordy regarding the overspilling of his belongings. No response as yet and there is more spilling out. Clerk to add this to the next agenda.

## 8.4 Allotment Hut.

Councillors J Musgrove and S Morris installed the edging by the hedging plants and Councillor Musgrove bought another Christmas tree which he has planted by the hut. The smart meter at the hut is not working and OPUS energy are estimating the bills at a considerably higher cost, the Clerk is in contact with them about this issue. The first section of cladding has been done, with more to be added this month.

## 8.5 Handyman/Gardener.

The pressure washer has been returned but not yet tested. Bruce was very grateful for the compassionate payment. Bruce has found his job description letter and the Clerk has been in contact with a NALC recommended HR company who have provided some initial help concerning his contract. The posts and chains at the Village Green are in need of some attention, it was decided to have a working party in the warmer weather, to be added to a future agenda.

## 8.6 Parish Office.

The quote from SunRise Blinds was £436 to supply and fit 3 window blinds and 1 door blind. Despite coming to measure up for the blinds, TSR Blinds did not send a quote, despite being contacted twice by the Clerk. It was decided to go ahead with SunRise Blinds. Proposed by Councillor J Musgrove, Seconded by Councillor S Morris and agreed by all present with a show of hands. This completes the final phase of the office refurbishment. The pact stickers have been replaced and the Council decided that it was not worth the expense of taking the printer to Dereham for mending. Councillor S Morris has re-painted the office and is making a new frame to display village photographs in the office. The BT bill was higher this month due to adding to the package halfway through the month, and a long hold on calls to Barclays bank.

## 8.7 Litter bin/ Dog Bin.

The placing of the new bins will be discussed at the next meeting. It was decided to offer the old dog bin to Lynford Hall, Clerk to contact them.

# **Minutes of the Mundford Parish Council Meeting 3<sup>rd</sup> February 2022 at Mundford Cricket Club**

## **8.8 Pride in Mundford Award.**

It was decided to present an award to Dave Goodrham for his services to the village. Proposed by Councillor S Booth Seconded by Councillor N Enderby and agreed by all present with a show of hands. Councillor S Morris to frame the certificate and the Clerk to invite him to the next meeting. Councillor J Musgrove to buy a £50 B&Q voucher.

## **8.9 Councillor Vacancies**

The Councillor vacancy poster was signed and displayed on the noticeboard. The co-option policy was discussed and it was decided that the policy needs some amendments. Clerk to contact NALC for an example policy. To be added to the next agenda.

## **8.10 The Queen's Platinum Jubilee**

The Clerk has researched the current prices of the memorial benches, £576.02 excluding vat and delivery. It was decided to go ahead with purchasing a bench for the Adeane Meadow site. Proposed by Councillor S Morris, Seconded by Councillor S Pryke and agreed by all present with a show of hands. Highways have confirmed the need for a cultivation license for the planting of the memorial tree, the Clerk is looking into this. 7 people attended the meeting in the Village Hall and it was decided to have several events over the holiday, another meeting to be held at the Cricket Club on February 10<sup>th</sup>.

## **8.11 War Memorial**

The Clerk contacted H Brett and Son, sending photos of the cracks and they will assess the issue when passing by next. No update as yet. The idea of a remembrance memorial bench was discussed but as most are made of metal it was decided to look for a remembrance bench, the Clerk to look into it.

## **8.12 Christmas Tree Lights On**

Councillor J Musgrove bought some decorations for the trees for next year and has checked the situation with the tree lights, more will need to be bought if the decision is made to have more than 1 tree. More research needed for the floodlights, to be added to a future agenda. Torches for next year's event to be bought.

## **8.13. HM Lord Lieutenant's Memorial Plaque**

The Clerk has obtained permission from Healthcare Homes to display the plaque on the front of St Leonards Court. It was decided to display the plaque 6 ft from the ground. The Clerk to notify St Leonards Court when it is to be put in place.

## **9. Correspondence. –**

The Defib was used on December 13<sup>th</sup> and was not returned to the cabinet. It was eventually returned on January 25<sup>th</sup> and the pads had been used. We had no spares, so more were purchased, along with spares. The Defib was put back onto the national database on February 6<sup>th</sup>. Anne Shepherd has completed the funding application form and the Clerk has forwarded it to Breckland Council.

## **10. Payments**

### **10.1 Payments and Cheques for the January invoices**

Payments proposed by Councillor S Allen, seconded by Councillor S Morris and approved by 5 Councillors with a show of hands. The Clerk did not add the December and January Bank Holidays to her pay, so will be adding an extra 7 ½ hours to her February pay.

# Minutes of the Mundford Parish Council Meeting 3<sup>rd</sup> February 2022 at Mundford Cricket Club

Payments for January 2022 Invoices			
The following payments were authorised on February 4th			
	Current A/C	16338.34	
	Petty Cash	98.05	
<b>Balance for January 2022</b>		<b>16436.39</b>	
<b>Minus the following direct debits</b>			
EON street lighting		£104.11	
E-On Street Lighting		£18.82	
BT Phone and Broadband		£59.65	
BT sim only mobile		£8.76	
Everflow Water Rates		£9.55	
OPUS Energy - Allotment Hut Electrics		£42.21	
OPUS Energy - Office Electrics		£55.58	
<b>Total Direct Debits</b>		<b>£298.68</b>	
<b>Plus the following bank receipts</b>		<b>Petty Cash Receipts</b>	
XLN refund		£59.83	
Donation			£ 40.00
<b>Total Income</b>		<b>£59.83</b>	<b>£40.00</b>
<b>Balance after Direct Debits and Income</b>		<b>£16,099.49</b>	

Payment Method	Description	Total	Total
BACS	Westcotec- street light maintainance	£59.23	
BACS	S Eyres- items for Alotment Hut garden edging	£104.66	
Petty Cash	J Musgrove - Christmas tree and decorations		£12.07
Petty Cash	L Morris- card for Bruce		£2.95
BACS	A Shepherd - Community Car Scheme	£250.00	
BACS	Rosemaryhelpdesk- website services	£35.00	
BACS	Staff wages	£617.40	
BACS	Viking- office supplies	£32.11	
<b>Total BACS payments made</b>		<b>£1,098.40</b>	<b>£15.02</b>
<b>Balance in Community Account for February 2022</b>		<b>£15,001.09</b>	
<b>Balance in Savings Account</b>		<b>£25,882.22</b>	
<b>Balance in Petty Cash</b>		<b>£123.03</b>	
<b>(Ring Fenced moneys Chilzone £1592.96 and £996.50 for outdoor sports and Play)</b>			

## 10.2 Web report for January

The Clerk added the outstanding minutes and agenda to the website with the assistance of Rosemary Godfrey and has added the agenda this week. The Council discussed adding a link to the Mundford Messenger events in the Parish Council website and it was decided not to do so. Proposed by J Musgrove, Seconded by Councillor S Morris and approved by all present with a show of hands. The Council discussed the 2 options for cloud storage, Dropbox and Cloudy IT. It was decided to opt for Cloudy IT. Proposed by Councillor S Booth, Seconded by Councillor S Allen and agreed by all present with a show of hands.

## 10.3 Grants and Donations

The bench that the school would like to buy costs £371 excluding delivery and the grant requested was £400. Because the Parish Council had previously granted the school £1500 for their garden, it was decided to grant them £200 for the bench. Proposed by Councillor J Musgrove, Seconded by Councillor N Enderby and agreed by all present with a show of hands. The Clerk to contact H Keeler. It was also decided to donate £50 to the Swaffham and Thetford branches of Citizens Advice. Proposed by Councillor S Morris, Seconded by Councillor N Enderby and agreed by all present with a show of hands. The Royal British Legion donation has been done and will do again next year, a minimum of £75 Proposed by Councillor J Musgrove, Seconded by Councillor S Morris and agreed by all present with a show of hands. The final charity decided was Air Ambulance, £50. Proposed by Councillor S Eyres, seconded by Councillor S Booth and agreed by all with a show of hands.

# Minutes of the Mundford Parish Council Meeting 3<sup>rd</sup> February 2022 at Mundford Cricket Club

## 10.4 Barclays Bank

It was decided that the Clerk research Unity Trust Bank and feedback at the next meeting.

## 11. Planning Applications

The Council discussed the retrospective planning application from the Football club for their portacabin. It was decided that the Clerk add the comment that the portacabin should be painted green.

## 12. Streetlighting

Streetlight 11 on the A134 (that was damaged by a contractor) has been fixed. The Clerk sent a letter to the residents of 9 St Leonards Street, asking for the landlord to contact the office, concerning the streetlight placement. No response as yet.

## 13. Members Matters

The Councillors discussed covering the work of the gardener/handyman if he is not well enough to carry out his duties due to his ill health. This will be added to a later agenda. Councillor N Enderby has asked if the Clerk can contact Highways for an update on the ongoing drainage issue at Swaffham Road. It was decided to have another litter pick as rubbish is building up on the verges of the roads into the village. The Clerk to contact the litter pickers and organise a litter pick for February 16<sup>th</sup>. Councillor S Eyres asked the Council about buying a gift for Bruce after his recent diagnosis, a hamper. A budget of £50 - £100 was agreed.

## 14. Next Meeting

The next meeting is Thursday 3<sup>rd</sup> March. At 7.30 PM at Mundford Cricket Club.

Meeting closed at 9.36PM

Chairman \_\_\_\_\_ Date \_\_\_\_\_